

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – July 20, 2011

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Carol Heisler at 7:00 pm in the Ames Meeting Room at the Library.

Oath of Office: Bob Cairone and Alice Fellers took the Oath of Office as returning members of the Board. (William Weller was absent.)

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece

Absent: William Weller

Others: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Linda Price, Public Relations Coordinator; Pam Miller, Head of Circulation Services; Lauren Rosenthal, Head of Youth Services

Citizen Participation: None

Board Development:

Pam Miller gave the Board a virtual tour of the landscaping on the Library grounds.

Approval of Minutes: It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Regular Meeting of June 15, 2011.

Voice Vote: Aye-7; Nay-0; Absent-1; Abstain-1; Motion Passed.

Committee & Board Member Reports:

Governance Committee: Minutes for the June 13, 2011 meeting were in the packet.

Planning/PR Committees: Minutes for the July 5, 2011 meeting were in the packet.

Friends of the Crystal Lake Library: Alice Fellers reported that the Friends toured the Follett Library Resources facility during their last meeting. Next Market Day pick up is August 13, 2011.

Approval of Financial Reports: It was moved by John Engebretson and seconded by Eric Larsen to approve the Financial Report for FY 10/11 as of June 30, 2011.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 11/12 as of June 30, 2011.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by Don Peters and seconded by John Engebretson to approve the disbursements in the total amount of \$431,806.90 as follows:

	<u>Total</u>
Operating Fund	\$409,683.04
Construction & Repair Fund	824.16
Gift & Memorial Funds	3,717.42
Beacon Emerg. Exit Replacem	17,582.28
Grand Total:	<hr/> \$431,806.90

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece

Nay: none

Absent: William Weller

Motion Passed.

Communications: There were several communications in the Board packet.

Business:

A) FY 10/11 Annual Reports

- 1. IPLAR: It was moved by Don Peters and seconded by Terri Reece to approve the FY 10/11 Annual Report to the IL State Library.**

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

2. CLPL: The Board reviewed and discussed the FY 10/11 CLPL Annual Report.

B) Working Cash – FY 10/11 Interest Transfer: It was moved by Don Peters and seconded by Terri Reece to approve Library Resolution No. 1112-4 for the transfer of interest from working cash to operating.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

C) Calendars

1. 2011 – Reschedule October meeting due to ILA: It was moved by John Engebretson and seconded by Don Peters to approve changing the regular October 2011 Crystal Lake Public Library Board meeting date from October 19 to October 12 at 7 pm in the Ames Meeting Room at the Library.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

2. 2012

- a. Library Board Meetings: It was moved by Don Peters and seconded by Brian Pappalardo to approve the 2012 meeting dates for the Crystal Lake Public Library Board of Trustees.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

- b. Library Closings: It was moved by Don Peters and seconded by Brian Pappalardo to approve the 2012 Scheduled Library Closings for the Crystal Lake Public Library, which includes being open on November 11, 2012 and closed on November 12, 2012.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

D) Media Relations Policy revision: It was moved by Terri Reece and seconded by Don Peters to approve the revised Media Relations Policy.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

E) Election of Officers for FY 11/12: It was moved by Don Peters and seconded by Terri Reece to close the nominations.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

It was moved by Don Peters and seconded by Brian Pappalardo to elect the following slate of officers:

President:	John Engebretson
Vice-President:	Terri Reece
Treasurer:	Alice Fellers
Secretary:	William Weller

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

F) Bank Resolutions: It was moved by Don Peters and seconded by Eric Larsen to approve Library Resolution No. 1112-5.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Staff Reports:

Included in the Board packet were information on electronic databases, 2011 Blizzard IEMA Reimbursement, CLPL Media Relations, the Library Director's report for July 2011 and the Statistical Reports for June 2011.

Executive Session: It was moved by Eric Larsen and seconded by Don Peters to move into Executive Session: Section 2 of 5 ILCS 120/2: Paragraph (c)(1) relating to personnel; Paragraph (c)(21) relating to review of Executive Session minutes; and Section 2 of 5 ILCS 120/2.06 (c) relating to verbatim recordings of Executive Sessions at 8:25 pm.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

It was moved by John Engebretson and seconded by Eric Larsen to move out of Executive Session at 9:28 pm.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

It was moved by John Engebretson and seconded by Eric Larsen to approve the recommendation of the Governance Committee that 1) the minutes of Executive Sessions that no longer require confidential treatment be available for public inspection per the attached list, and 2) the verbatim recordings from these same Executive Session meetings be destroyed; and that, in terms of personnel matters, the information available to the public is limited to that contained in the Executive Session minutes and does not include public access to the performance evaluation documents which are part of an individual's personnel file.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Adjournment:

It was moved by Don Peters and seconded by Brian Pappalardo to adjourn.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Time: 9:30 pm

Bob Cairone, Secretary

LIBRARY RESOLUTION No. 1112-4

**RESOLUTION FOR THE TRANSFER OF INTEREST
FROM WORKING CASH TO OPERATING**

That the Crystal Lake Public Library Board of Trustees shall transfer \$89.18 interest earned in FY 10/11 from the Working Cash Fund to the Operating Fund for use in FY 11/12.

July 20, 2011

President
Crystal Lake Public Library
Board of Trustees

Attest:

Secretary
Crystal Lake Public Library
Board of Trustees